



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
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Canc: May 2027

BUMEDNOTE 4400
BUMED-N4
21 May 2026

BUMED NOTICE 4400

From: Chief, Bureau of Medicine and Surgery

Subj: PROCESS FOR PROCUREMENT AND RECAPITALIZATION OF MATERIAL HANDLING EQUIPMENT

Ref: (a) OPNAVINST 4460.1C
(b) SECNAVINST 5400.15D
(c) NAVSUPINST 10490.33C
(d) BUMEDINST 11240.6A
(e) SECNAVINST 5200.45A
(f) SECNAV M-5200.45 of March 2024

1. Purpose

a. To issue policy, guidance, and assign responsibility for Navy Material Handling Equipment (MHE) for the Bureau of Medicine and Surgery (BUMED) as Budget Submitting Office 18 (BSO-18) for Navy Medicine.

b. To establish a business process for the procurement and recapitalization of Navy MHE to ensure that MHE is accurately captured, procured, and replaced in a timely and efficient manner to support inventory taskings and operational requirements of BUMED and its associated units.

2. Scope and Applicability. This notice applies to all Budgeting Submitting Office (BSO) 18 activities with MHE on property book.

3. Background

a. During the transition of Service-managed medical treatment facilities (MTF) to the Defense Health Agency, MHE assigned to the MTFs remained under BUMED on the Naval Supply System Command (NAVSUP) property book. BUMED is currently working with NAVSUP to transfer MHE supporting the MTFs to the Defense Health Agency.

b. To support annual NAVSUP inventory taskings and ensure operational readiness a standardized process for the procurement and recapitalization of MHE is required. This process will align with the NAVSUP Program Objective Memorandum (POM) Inventory Program via Material Handling Equipment - Consolidated User Requirements & Tracking Info System (MHE-CURTIS) to ensure all MHE requirements are captured, validated, and addressed.

c. Per reference (a), Office of the Chief of Naval Operations (OPNAV) Director, Logistics Division (OPNAV N4L) is identified as the program resource sponsor for MHE and Shipboard Mobile Support Equipment (SMSE) with the responsibilities of NAVSUP being expanded. The Chief of Naval Operations has the responsibility to establish policies for management of MHE and SMSE for the Navy afloat and ashore commands. Per reference (b), NAVSUP has responsibility as the single manager with the authority to direct program execution across Navy BSOs for MHE and SMSE for afloat and ashore.

4. Definitions

a. MHE includes all self-propelled equipment approved for use in storage and handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, stocks, terminals, aboard U.S. Navy ships, expeditionary bases, camps, and job sites. It includes, but is not limited to, warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle carrying trucks, container cargo loaders, aircraft cargo loaders, afloat and ashore mobile cargo cranes up to 30,000 pounds capacity, shipboard mobile elevating work platforms, shipboard scissor platforms, and non-powered shipboard pallet trucks.

b. SMSE includes all shipboard flight deck scrubbers, flight deck power and pressure washers, and jet propellant-five defuel carts.

c. Initial allowance includes fulfillment of new capability requirements with new MHE and SMSE and increasing previously authorized allowances paid for by the applicable resource sponsor. It does not include replacement assets or modification to existing MHE and SMSE assets. Changes to capacity, size, or operational requirements would define a new capability requirement or allowance and should be covered as an initial allowance.

d. Expeditionary MHE includes MHE used to equip and sustain expeditionary forces executing combat, combat support, and combat service support missions. Expeditionary MHE belongs to expeditionary activities that are forward-deployed units or whose mission is in direct support of those units.

e. Non-expeditionary MHE includes all self-propelled MHE normally used in storage and handling operations in and around established warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and aboard ships. It includes but is not limited to warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle carrying trucks, nonpowered shipboard pallet trucks, 463L pallet aircraft loaders, and automated material handling systems.

5. Action. To ensure effective asset visibility and continuous readiness of material handling equipment within BSO-18. This notice establishes requirements for life cycle sustainment per references (b) and (c).

- a. BSO-18 commands are responsible for generating MHE requirements, conducting strategic planning, and funding maintenance and sustainment activities.
- b. BSO-18 activities with MHE are required to budget and fund minor, unscheduled repairs, preventative maintenance, and operational costs for MHE with activity operations and maintenance funds.
- c. BSO-18 activities will utilize actions outlined in subparagraphs 6a and 6b of this notice for life cycle sustainment and replacement.
- d. All Navy MHE and field level users must comply with all acquisition, management, maintenance, reporting, disposal, and other requirements related to MHE specified in this instruction and subsequent directives designated by the Navy MHE program manager.

6. Roles and Responsibilities. The list of responsibilities in subparagraph 6a through 6c of this notice are assigned to align with the NAVSUP POM Inventory Program, MHE-CURTIS, to ensure all MHE requirements are captured and addressed.

a. Echelon 3 Commands:

(1) Assign an action officer to manage new or emergent POM requirements in MHE-CURTIS to perform the following actions:

(a) Ensure echelon 4 and 5 commands prepare an inventory objective request with serialized endorsement from immediate superior in command.

(b) Ensure echelon 4 commands route endorsed inventory objective to respective echelon 3 commands for commanders or delegated designee endorsement.

(c) Route echelon 3 endorsement for BUMED Facilities and Environmental (BUMED-N41), for final disposition. (Please Note: Inventory objective numbers no longer required to be assigned to MHE, as the units will track inventory in Defense Medical Logistics Standard Support (DMLSS)).

(2) Assign an action officer to manage recapitalization of current inventory in MHE-CURTIS to perform the actions listed in subparagraph 6a(2)a through 6a(2)c) of this notice:

(a) Ensure echelon 4 and 5 commands submit correspondence for lifecycle sustainment and recapitalization of current inventory if damaged or uneconomical to repair. For life cycle management, the action officer or designee will work to replace the MHE based on condition, age or hours through MHE-CURTIS.

(b) Echelon 3 program managers must coordinate with subordinate units for replacement based on life cycle or if a replacement is required due to damage or inoperability.

(c) Route requests through the unit immediate superior in command and echelon 3 directly to Naval Medical Forces Atlantic (NAVMEDFORLANT) Logistics and Facilities (NAVMEDFORLANT N4), for adjudication.

(3) Ensure inventory management is conducted annually in coordination with Facilities and Environmental (BUMED-N41) and Logistic and Sustainment Policy and Programs (BUMED-N42) guidance.

b. Logistics, Supply and Support (BUMED-N4):

(1) Route serialized request to NAVMEDFORLANT N4 for coordination and execution in MHE-CURTIS for approved new or emergent requirements.

(2) Annually review and approve MHE prioritized requirements from the NAVSUP MHE-CURTIS program.

(3) Participate in annual MHE inventory processing and reporting, per references (d) through (f).

c. NAVMEDFORLANT:

(1) Upon BUMED-N4, approval of new or emergent requirement, the MHE action officer will work with the activity on technical requirements for submission into NAVSUP MHE-CURTIS.

(2) Be designated as MHE program manager for BSO-18.

(3) Management of MHE with BUMED providing support and oversight.

(4) Coordinate with NAVSUP on requirement prioritization in the POM and Future Years Defense Program Cycle.

(5) Responsible for entry of requirements in NAVSUP MHE-CURTIS.

7. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules found on Directives and Records Management Division portal page at [https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/ DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

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b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16)



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Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>